



TWU Student Health Services Criteria for Medical Excuses and Letters

(1) Class Excuse Request(s)

- (a) We do not write class excuses for routine, non-illness appointments such as well woman exams, well man exams and physicals.
- (b) Requests for class excuses must be made during a medical visit within 2 days of the illness or by the following Monday if a Friday class was missed. Beyond this time, we reserve the right to decline your request.

(2) Medical Provider letter for Medical Withdrawals from a Class or a Semester Request(s)

- (a) Requests for dropping classes or withdrawing from a semester for medical reasons require:
 - 1. We have seen you on two or more occasions during the requesting semester for the treatment of a severe or chronic condition or illness.
 - 2. Requests must be made at least one week before the end of classes for the current semester.
 - 3. An appointment with a medical provider must be made to discuss this matter before a letter will be provided.
- (b) We reserve the right to decline your request if all of these conditions have not been met.